

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
FORT SAM HOUSTON, TEXAS 78234-5014**



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 37

16 Sep 04

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

1 Sep 04 to 30 Sep 04—USAG

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE

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5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-AL/1-2373/0485) 373/0485)

6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372: In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, entry into these facilities or use of the adjacent parking areas is prohibited. Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

7. SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING: IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The Army Medical Department Center and School Security Office will be offering this training on the following date:

***NOTE TIME CHANGE:**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
29 September 2004	Blesse Auditorium	*0900-1000

(Duration of training approximately 1 hour). The purpose of publishing the above schedule is to allow DA Personnel time to arrange their work/personal schedules in order to attend the SAEDA briefings. For more information, the POC is Mr. Elbert Lewis, AMEDDC&S & FSH Security Office, 1-8200/8199 located in Aabel Hall, Suite 025/113. (MCCS-BHR-SS/1-8200/8199)

8. NEW HOURS OF OPERATION FOR LEGAL ASSISTANCE: Beginning on 1 April 2003, the Fort Sam Houston Legal Assistance Office located in Bldg 134 on Stanley Road will be available for walk in consultations with an attorney from 0900-1100, Monday, Thursday, and Friday. Active duty personnel **in uniform** will have priority. Walk-in wills service will be provided on Wednesdays starting in the mornings from 0900-1100 and continuing in the afternoon from 1330-1530.

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Scheduled appointments are available one week in advance based on the availability of attorneys' schedules. Notary service and power of attorney services are available from 0800-1600, Monday through Friday. THE ABOVE HOURS ARE SUBJECT TO CHANGE DUE TO MISSION REQUIREMENTS. For further information, please call 1-2353/2282.

9. LEVEL 1 ANTITERRORISM AWARENESS TRAINING SCHEDULE: The scheduled date for the OCONSUS Level 1 Antiterrorism Awareness Training is 6 October 2004. Scheduled date is subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the Antiterrorism Awareness Training Sessions. This training is for travel outside the 50 United States, its territories, and possessions; and is valid for a period of one year. Subsequent travel within this year period requires the traveler to obtain area/country specific information within **two** months of travel. There are approximately 50 personnel assigned to Fort Sam Houston who have attended a Unit Advisors Course who may be certified as a Antiterrorism Awareness Instructor. Each command/activity has the responsibility to brief their personnel. Each command should review DOD Instruction 2000.16, DOD Antiterrorism Standards, June 14, 2001, concerning their specific responsibilities and requirements. The POC for this information is Mr. Lewis, 1-8200/8199. (MCCS-BHR-SS/1-8200/8199)

10. OFFICER CANDIDATES SCHOOL (OCS) : PERSCOM has announced only one date for next years OCS selection boards. All interested soldiers must complete application packets and send them to the Personnel Management Branch by the application suspense date as indicated below. Additional OCS board dates, if scheduled will be published locally when announced by HQ PERS. OCS suspense dates for FY 2005 is as follows:

<u>Application Suspense</u>	<u>Local Interview Date</u>
1 December 2004	8 December 2004

For complete information and OCS application packet, contact Mr. Gaines, Personnel Management Branch, Bldg 2263, room 216, telephone 221-1839. (MCCS-BHR-MM/1-1839)

11. SECURITY MONITORING: DO NOT PROCESS, STORE OR TRANSMIT CLASSIFIED INFORMATION ON NONSECURE TELECOMMUNICATIONS SYSTEMS. OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS—INCLUDING TELEPHONES, FACSIMILE MACHINES, COMPUTER NETWORKS, AND MODEMS—ARE SUBJECT TO MONITORING FOR TELECOMMUNICATIONS SECURITY PURPOSES AT ALL TIMES. USE OF OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS CONSTITUTES CONSENT TO TELECOMMUNICATIONS SECURITY MONITORING. THE POC IS MS. LOYA OR MR. FRANCIS, 1-1906 (MCCS-BRL-CI/1-1906)

12. ETHICS TRAINING: The Acting Secretary of the Army has directed that all Army personnel (military and civilian) receive one hour of face-to-face ethics training annually. This supersedes the historical requirement that only SF278 and OGE 450 filers are required to receive ethics training. The Commander, AMEDDC&S & FSH, has directed that its personnel attend one of the following scheduled ethics classes. All classes will be taught in Evans Theatre, Bldg 1396. Questions may be directed to the Administrative and Civil Law Division, Office of the Staff Judge Advocate, AMEDDC&S & FSH at 221-2373/0485.

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<u>Date</u>	<u>Start Time</u>	<u>End Time</u>
5 October 2004	0930	1030
20 October 2004	0930	1030
3 November 2004	1330	1430
17 November 2004	0930	1030
1 December 2004	0930	1030
15 December 2004	1330	1430

13. ANTITERRORISM (AT) AWARENESS TRAINING (Level 1): AR 525-13 mandates annual AT Training (Level 1) for all military and DOD civilians (DOD contractors are provided this training as specified in the contract). This annual training requirement may be **fulfilled one of two ways**-(1) completing the training online or (2) receiving the training face-to-face from a certified instructor.

(1) **Online Training:** The web site is www.at-awareness.org (access code: aware) Completing the training online is encouraged as it's convenient and saves time.

(2) **Face-To-Face Training:** The FSH AT Office will conduct this training at the Evan's Theater, Bldg 1396, on Garden Avenue, at the dates and times below. This training is open to all FSH personal and no reservations are required as seating is on a first-come basis.

15 Oct 04	0900-1100
26 Oct 04	1300-1500

If you have any questions or need assistance, the POC is Terri Stover, FSH Antiterrorism Office, 295-0535.

14. TRICARE NEW CONTRACT AND ME: The TRICARE health plan has several medical and dental contracts that provide health care services to more than [8.9 million beneficiaries](#). Many of these contracts have reached the end of their planned existence. The TRICARE Management Activity has awarded and is in the process of transitioning to new contracts. The new TRICARE health care service and support contracts will merge 11 stateside TRICARE regions into three. What is currently Region 6, Arkansas, western Louisiana, Oklahoma, and Texas (except El Paso) will become part of the new TRICARE South Region and will begin to transition to the new contractor, Humana Military Health Services, on September 20, 2004 with complete health care delivery starting on November 1, 2004.

These new contracts will make the TRICARE benefit:

- Easier to Access
- More Customer Service Focused
- More Responsive to Patients

These regional mergers will result in better customer service, improved portability, and access to quality health care. However, your benefit, cost and enrollment process will remain the same.

- **BENEFIT:** TRICARE benefits for patients **remain the same**. Additionally, the new contracts are expected to enhance access to health care and simplify the administrative process for beneficiaries and providers.
- **COST:** TRICARE costs for patients **remain the same**. No change to deductibles, enrollment fees, co-payments, catastrophic caps, or cost shares.

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- **ENROLLMENT:** The enrollment process will **remain the same**. Patients who choose to enroll in this Region to TRICARE Prime during the transition period beginning September 20, for an effective date of coverage of October 1, 2004, will need to contact the new contractor, Humana Military Health Services (HMHS). If patients in one of the other new regions are currently enrolled in TRICARE Prime, and wish to remain enrolled in TRICARE Prime in this Region, their records will be transferred to the new contractor upon request. Please note that upon the enrollment anniversary, all enrollments will be transferred to a fiscal year basis rather than an enrollment year basis.
- **PRIMARY CARE MANAGER (PCM):** Every effort will be made to retain civilian health care providers who serve as PCMs in the existing TRICARE network. Additionally, work is in progress to attract new providers to join the network. HMHS will assist patients in identifying a new PCM if the current PCM does not wish to remain in the new TRICARE network.

PRIME ENROLLMENT RECORD: Patients enrollment records will remain intact. If PCMs choose not to continue in the TRICARE network as authorized and/or network providers, the patients records will be updated with their new PCMs information.

CLAIMS:

- Claims will continue to be filed with the current claims processor until transferred to the new claims contractor. WPS will remain responsible for processing all claims with a date of service prior to November 01, 2004.
- Claims filing addresses for the new TRICARE contractors will be widely disseminated as the date approaches for the new contractors to begin health care delivery. There will be a mechanism to ensure that claims sent to the old claims processing address will be forwarded to the new claims processor. TRICARE Prime providers will electronically submit claims to the new TRICARE contractor address.

As the date of this transition period nears, information on how to contact Humana Military Health Services, such as telephone number and Web Site, will also be widely publicized. In addition, many of the TRICARE Service centers will remain in their current locations. (1/3)

15. FORTY DAYS OF PURPOSE: Whether you are a seeker, a believer, or a seasoned saint, let God use this study of wise counsel for you. Join CH (LTC) Don Wilson for **"The Purpose Driven Life** aka **40 Days of Purpose** every Wednesday from 1145-1245 at Dodd Field Chapel. You may reach CH Don at 221-2097. If you read only one book, this is the book to read. Rick Warren is gifted at explaining our real reason for living on earth and communicating profound truths in plain English. Even though the study begins on 22 September, you more than welcome to join us after that. We expect to move slowly through the book since the topics are so enlightening and discussion-worthy. This study is open to all. The POC for this information is Robb Wood, 1-5428.

16. FORT SAM HOUSTON COMMISSARY: The Fort Sam Commissary is having a Tent Sale September 17-19, 2004. from 0900-1700 each day. The POC for this information is Ms. Boyd, 1-4678. (2/2)

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